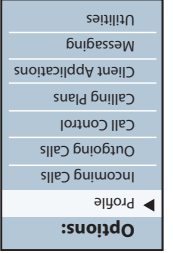


**WEB PORTAL QUICK REFERENCE CARD BUSINESS ALL-IN-ONE** <https://bvqip.hawaiiantel.com>

The Options menu appears on the left side of your browser once you log in.



**MAIN MENU**

1. From the Options Menu, select **Profile**.
2. Under the **Basic** header, select **Passwords**.
3. Enter your current password, your new password (twice) and click **OK**.

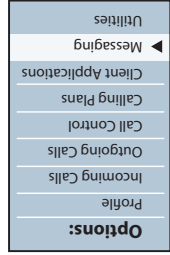


**CHANGING YOUR PASSWORD**

1. Using Internet Explorer or Firefox, go to <https://bvqip.hawaiiantel.com>
2. Enter your **User ID:** (10 digit telephone #)
3. Click the **Login** button.

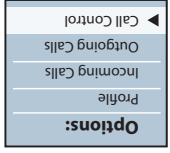
**LOGGING IN AND LOGGING OUT**

2. Under the **Basic** header, select **Voice Management**.
3. Check **E-mail a carbon copy of the message** to and enter the email address where you would like to receive a copy of your voice messages.
4. Click **OK**.



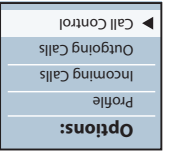
**SETTING UP VOICEMAIL-TO-EMAIL**

2. Under the **Advanced** header, select **Business Anywhere**.
3. Click the **Add** button.
4. Enter the **Phone Number** where you would like to receive calls and give it a **Description** (for example, "My Mobile Phone").
5. Make sure the **Enable this Location** checkbox is selected.
6. Select **OK**.
7. Calls will now ring simultaneously on this number.



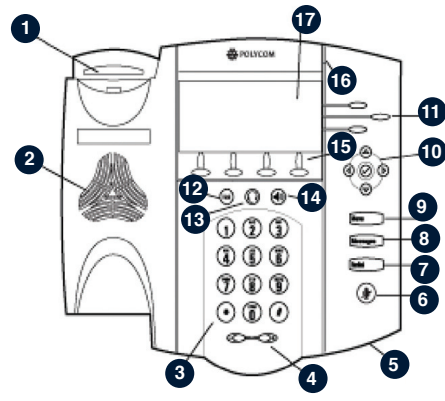
**SETTING UP BUSINESS ANYWHERE**

2. Under the **Advanced** header, select **Remote Office**.
3. Enter the **Remote Phone Number** where you can currently be contacted.
4. Click **Remote Office** to On.
5. Click on the **OK** button.



**SETTING UP REMOTE OFFICE**

**POLYCOM 450 QUICK REFERENCE CARD** Hawaiian Telcom



1. hookswitch
2. speaker
3. dial pad
4. volume keys
5. hands-free microphone
6. microphone mute
7. redial key
8. messages
9. menu
10. navigation cluster
11. line keys
12. hold
13. headset
14. speakerphone key
15. soft keys
16. LCD indicator
17. graphic display

**CALL TRANSFER**

1. During a call, press TRANSFER or the **Transfer** soft key (the active call is placed on hold).
2. If a blind transfer is required, press the **Blind** soft key.
3. Call the number to which you want to transfer the call or access the number from a call list, and press the **Dial** soft key.
4. After the ring-back sound is heard, or after the party answers, press TRANSFER to complete the transfer.

**VOICEMAIL**

- Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.
- listen to voice messages:**
1. Press MESSAGES to access voice messaging
  2. Follow voice prompts to listen to messages.

**3-WAY CONFERENCE CALLS**

- Creating a three-way conference call:**
1. Call the first party.
  2. Press CONFERENCE or the **Confnc** soft key to create a new call (the active call is placed on hold).
  3. Call the second party.
  4. When the second party answers, press CONFERENCE or the **Confnc** soft key again to join all parties in the conference.
  5. When a conference has been established, press the **Split** soft key to split the conference into two calls on hold.

**DISPLAY CONTROL KEYS**

1. speed dial
2. received calls\*
3. missed calls\*
4. placed calls\*



\*scroll through call lists and use the Dial soft key to quickly dial any of the numbers